

December 28, 2004

Dear Facility Owner/Operator:

To assist you in filing your Emergency Planning and Community Right-To-Know Act (EPCRA) Tier II reports for Reporting Year 2004 which are due March 1, 2005 and to provide some general information, we've provided the attached packet. **PLEASE REVIEW ALL INFORMATION PROVIDED IN THIS PACKET. WE HAVE PROVIDED SPECIFIC INFORMATION FOR COMPLETING THE TIER II FORMS AS WELL AS THE OTHER FORMS INCLUDED IN THIS PACKET.** The packet should include the following:

1. **Tier II Reporting Software Memo.**
2. **Document pertaining to the addition of latitude and longitude information, and mail return address information.**
3. **Request for any change of information or company acquisitions, sales, closings, etc, and request for e-mail address.**
4. **A document titled "Guide to Understanding Tier II Forms".** We have taken each block on the Tier II and broken it down and this guide explains how to fill out that particular block. **PLEASE, DO NOT FILL OUT THIS DOCUMENT. IT IS A GUIDE ONLY.** If you have any comments about this document, please forward them to us.
5. **A blank Tier II form.** If you need additional forms, you may make copies.
6. **A Common Product Information List** (Not all inclusive of chemicals)
7. **List of Extremely Hazardous Substances (EHS)**
8. **Emergency Planning and Community Right-To-Know Act (EPCRA) Fact Sheet for North Dakota.**
9. **General Information for North Dakota Tier II Reporting**
10. **Standard Industrial Classification (SIC) Codes Listing** (Common to North Dakota only)
11. **Reporting Requirements Checklist**
12. **Hazardous Chemical Inventory Fee Statement**
13. **Guide for Reporting Which is Unique to the Oil Field Industry**
14. **North Dakota Emergency Manager Listing**

We've noticed some confusion about when Tier II reports are filed and the reporting year for which they are filed. The Federal law requires that Tier II reports describe facility status during the previous calendar year. The reports are due annually on March 1st, for the previous calendar year.

If you have any questions concerning Tier II reporting procedures, contact Ray DeBoer of our staff at (701) 328-8112, or go our website at www.state.nd.us/dem/HazrdPrg.html.

Sincerely,

Douglas C. Friez, Chairman
State Emergency Response Commission

DCF/rld
Enclosures